How to sign up a member of the public as a registered user on the Virginia Regulatory Town Hall
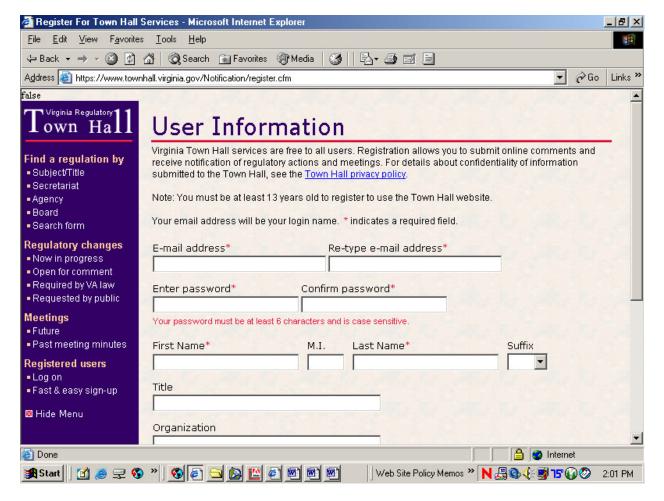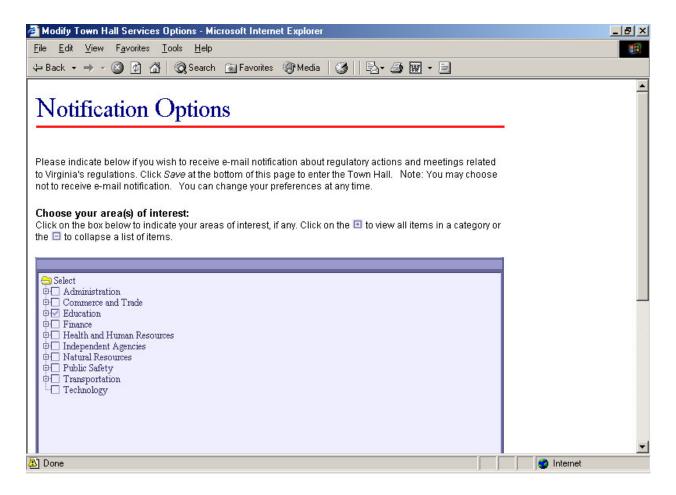
❑ Go to www.townhall.virginia.gov.

❑ Click on "Enter Town Hall."

❑ At the bottom of the blue menu bar on the left, click on "Fast & easy sign-up."

❑ You will see a screen like this one:

❑ Enter person's information on this page including a password of his choosing. For security purposes, advise person to change his password the first time he logs on to the Town Hall website. Click 'Save" at the bottom of the screen.
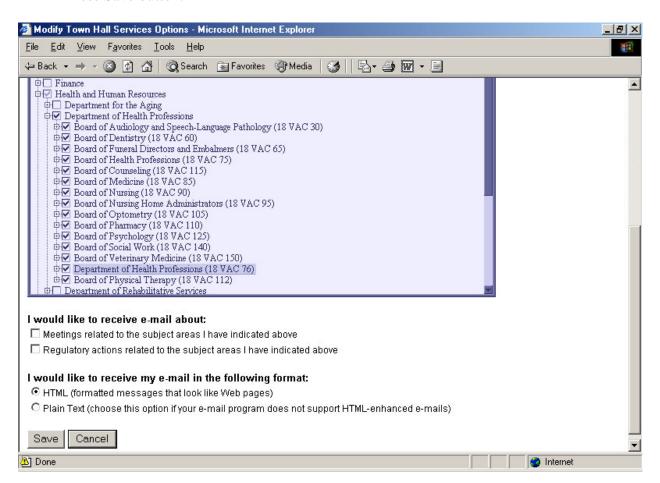
❑ Next, you will be taken to a notifications options screen. It will look something like this:

❑ Click on the + sign to view all items under a category. Click on the – sign to collapse a list of items.

❑ Click on the appropriate boxes to indicate the agencies, boards, and/or particular regulations the person is interested in receiving email notification about. Note: The person does not have to choose anything here if he does not wish to receive email notifications or if he wishes to indicate his preferences on the website at a later time.

❑ Note whether the person wishes to receive information regarding meetings and/or regulatory actions related to the subject areas he has indicated.

❑ Note whether the person wishes the email to be in HTML or plain text format.

❑ Press Save button.

❑ The person is now signed up as a Town Hall registered user and will receive a confirmation email at the email address he provided.

❑ If the person wishes to edit his user information or notification preferences, he can do this any time by simply logging on to the Town Hall, and then clicking on 'Registration Options' on the blue menu bar.